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# Cash Management Control Procedure

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Revision Level : Ø

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## 1.0 OBJECTIVE

The purpose of this procedure is to establish the appropriate process of collection, remittance and recording daily collections of Tanza Water District.

## 2.0 SCOPE

This procedure covers the process of Tanza Water District of cash collection up to the transfer of cash to the authorized bank for deposit.

## 3.0 DEFINITION OF TERMS

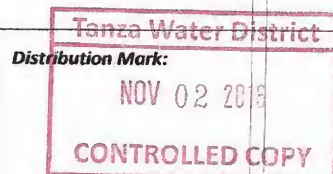
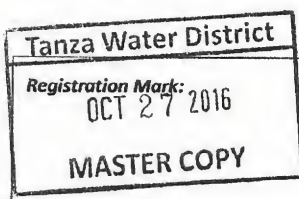
- 3.1 Cash Receipts and Deposits Record (CRDR) – is a record that shall serve as a report of the teller on his/her collections and deposits.
- 3.2 Cash Receipts Register (CRR) – is maintained to monitor the cash collections and deposits and to summarize the breakdown of receipts received as of specific date.
- 3.3 New Government Accounting System (NGAS) – is the simplified set of accounting concepts, guidelines and procedures designed to ensure correctness of such and also the correctness, completeness and timeliness in the recording of government financial transactions and production of financial reports.
- 3.4 Public Assistance and Complaints Desk (PACD) – help desk dedicated in counseling or responding to queries and assistance on transaction matters of the organization
- 3.5 PWD – Persons With Disability

## 4.0 REFERENCE DOCUMENTS

- 4.1 New Government Accounting System
- 4.2 Republic Act No. 9485

## 5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The PACD shall be responsible for the issuance of transaction numbers.
- 5.2 The Customer Service Assistant shall be responsible for providing account information.



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- 5.3 The Teller shall be responsible for collection and issuance of receipt.
- 5.4 The Cashier shall be responsible for the remittance of collection.

## 6.0 PROCEDURE DETAILS

### 6.1 General Flow of Collection

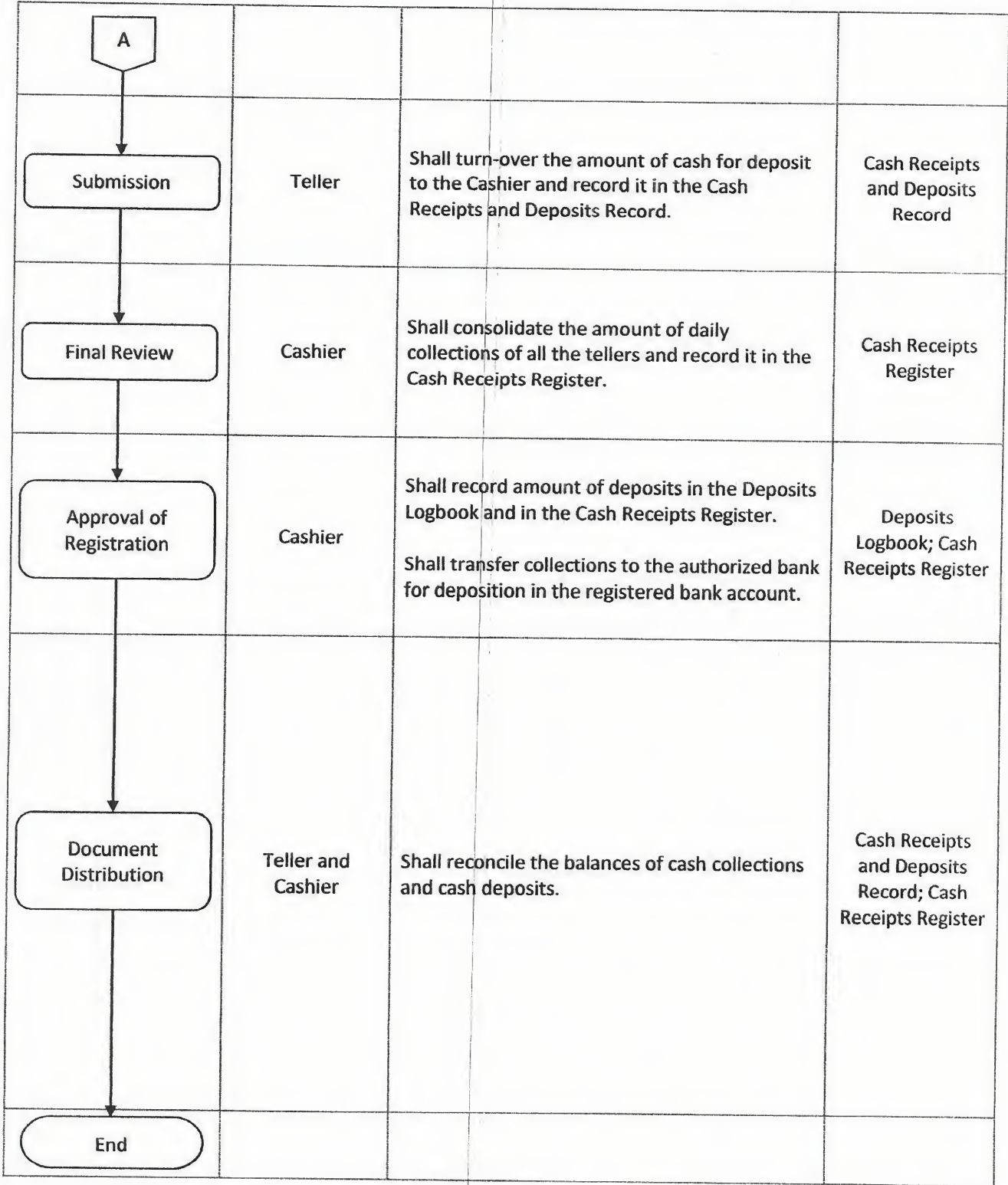
| Process Flow                 | In-charge | Process Description  | Records  |
|------------------------------|-----------|--|--|
| Start                        |           |  |  |
| Transaction Number Issuance  | PACD      | Shall issue transaction number to the paying customer.<br><br><i>Note:</i><br>1) For non-payment transactions, refer customer to the Customer Service Assistant.<br>2) Assist PWD or Senior Citizen for proceeding to the special lane in the Teller's section for payment or to the special lane in the CSA section for other transactions. |  |
| Issuance of Official Receipt | Teller    | Shall accept the customer's payment and issue an official receipt for the payment.<br><br><i>Note:</i><br>1) Issue a Computer Generated Official Receipt for water bill payments.<br>2) Issue a Cashier's Official Receipt for other collections.  | Computer Generated Official Receipt / Cashier's Official Receipt |
| Recording                    | Teller    | Shall record the amount of cash collected in the Teller's Collection Logbook & in the Cash Receipts and Deposits Record.   | Cash Receipts and Deposits Record; Teller's Collection Logbook   |
| A                            |           |  |  |

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6.2 Reports

| Reports                           | Frequency | Responsible |
|-----------------------------------|-----------|-------------|
| Cash Receipts and Deposit Records | Daily     | Teller      |
| Cash Receipts Register            | Daily     | Cashier     |

7.0 PERFORMANCE INDICATORS

- 7.1 The Teller shall ensure proper handling of payment transactions and guarantee the correctness of cash balances.
- 7.2 The Cashier shall safeguard the daily deposits, reconcile the amount of cash collection to actual cash balances and make sure that all transactions are accounted for.

8.0 ATTACHMENTS & FORMS

- 8.1 Forms
  - 8.1.1 Cash Receipts and Deposits Record
  - 8.1.2 Cash Receipts Register

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